“Staff Council is constituted by the President with the goal of continually improving University operations and the well-being of all UT Dallas employees.”
1) Call to Order
2) Roll Call
3) Guest Speaker:
4) Colleen Dutton – AVP of Human Resources
5) Review of September 2017 Council Minutes
6) Committee Reports
   a. Executive Board (Naomi Emmett)
   b. Attendance Report (Melissa Wyder)
   c. Student Government (JW Van Der Schans and Alex Holcomb)
   d. Benefits Committee (Debbie Greszler)
   e. Communications Committee (Paul Bottoni)
   f. Fundraising Committee (David Richardson)
   g. Staff Development Committee (Lynn Butler)
   h. Secretary and Treasurer’s Report (Jamie Abrams)
   i. Faculty Senate (Dr. Murray Leaf)
   j. Retiree Association (Sandee Goertzen)
7) University Committees
   a. Parking and Transportation (Dee Lambert and Melissa Wyder)
   b. Campus Facilities (Patrice Holt)
   c. University Safety and Security (Chad Thomas)
   d. Women’s Center (Jane Shipman, and Becky Wiser)
   e. Planning, and Policy (Dennis Guten.)
   f. Auxiliary Services Advisory (David Richardson)
   g. HOP Committee (Naomi Emmett)
   h. Student Fee Advisory Committee (David Richardson and Jazzmyn Wilson)
   i. Committee for Support of Diversity and Equity (Letitia Andrews, Yolande Evans, Jane Shipman, Carrilaine Schneckner, Daniel Hernandez, Jazzmyn Wilson, and Selina Gu)
   j. Intellectual Property Advisory Committee (Jay Silber)
   k. Academic Calendar Committee (Megan Gray and Sheila Rollerson)
   l. Information Security Advisory Committee (Chris Milazzo)
   m. University Sustainability Committee (Craig Lewis)
   n. Wellness Committee (Pinky Reyes, Georgetta Oliver, Taylor Tran)
8) Continuing Business
9) Proposals:
   a. **2014-004p**: Executive Board is looking into an ombudsman for employees
   b. **2017-002p**: Centralized room reservation process. (Staff Development)
   a. **2017-006p**: Paper towel dispensers/Letter to facilities (Benefits)
10) Suggestions:

11) Old Business
12) New Business
13) Reminders:
   a. **Staff Scholarships:** Now accepting applications for Spring 2018
      i. Deadline: February 15th, 2018
   b. **CARE Awards:** Now accepting nominations for: Fall 2017.
      i. Deadline: October 31, 2017

14) Adjournment

15) Next Meeting: 11/08/2017
   a. Upcoming Guest Speakers: N/A
September 13, 2017

1. **Roll Call**

   **Present:** Jamie Abrams, Amanda Hodges, Jennifer Klunk, Paul Bottoni, Frankie Branham, Michelle Brown, Matt Brown, Lynn Butler, Naomi Emmett, Stevesha Evans, Shahrukh Farooq, Anthony Galvan, Janice Gebhard, Debbie Greszler, Selina Gu, Dennis Guten, Andrew Helgeson, Kelly Kaar, Anna LeBlanc, Angela Marin, Liz Martin, Charlotte Mason, Jay McAllister, Anh Pho, Alice Presti, Seanne Rackal-Childs, Pinky Reyes, David Richardson, Deja Rollins, Helen Roth, Carrilaine Schneckner, Sylvia Smiley, Elise Smith, Rebeka Stafford, Pam Stanley, Chad Thomas, Shelly Turner, Adrienne Wilson, Melissa Wyder

   **Absent:** Rebecca Ballard, Cheryl Berry, Evan Paret, Melani Sherbet, Brian Scott, Janie Shipman, Cynthia Seton-Rogers, **Renee Stone**

   **Guests:** Sandee Goertzen, Murray Leaf, Colleen Dutton, Marco Mendoza, Cris Aquino

2. **Staff Council President/VP: 2017-2018**
   a. **Vice President Nominations:** Melissa Wyder
      1. Accepted: Yes
      2. Vote: Unanimous Yes
   b. **President Nominations:** Naomi Emmett
      1. Accepted: Yes
      2. Vote: Unanimous Yes

3. **Guest Speakers:**
   a. **Cris Aquino** - Office of Parking and Transportation
      i. Spoke on:
         1. Parking and Transportation updates
            a. **DART Route #883**
               i. Costs $2.8 Million / year to run
               ii. From 7:00am – 11:00pm
               iii. Has 7 buses total
                  1. 4 on the West-side route (McCallum area)
                  2. 3 on the East-side route (Bush Turnpike)
               iv. Runs service to the Bush Turnpike every 10 minutes.
b. Medical District Express Route  
   i. Connects UTD main campus and the satellite campuses (CBH and CVL)  
      1. Funded by the Provost’s Office  
      2. Currently only a Pilot Route, not official yet.  
   ii. Runs on a 3 hour loop  
      1. From 7:00am-6:00pm  

c. Comet Cabs  
   i. 21 cabs running around campus  
   ii. 6 routes total  
   iii. Run from 7:00am-10:00pm  
   iv. GPS has been installed  

d. Booster Fuel  
   i. Returning to normal services next week  

e. PS4 Guidance System  
   i. Should be on all parking garages by December.  
   ii. Will be on the app when all ready. (No texting and driving!)  
   iii. 99% accuracy  

f. V Bikes  
   i. 40 bikes on campus for renting  
   ii. $1.00 per hour  

g. Electric Vehicle Charging Stations  
   i. 5 locations:  
      1. PS1, PS3, PS4, Lot J, and Lot U  
   ii. 3-hour charging limit  
   iii. Need a Gold parking permit to use  

h. Safety and Improvements  
   i. Speed bumps and speed limits have been installed  

i. SPN Parking Expansion  
   i. 150 spaces added  
   ii. 300 spaces now total  

j. Bus shelters  
   i. Added at NSERL and Waterview  
   ii. DART is adding 2 at Tom Thumb and Renner  

k. Night Enforcement  
   i. 3 citations, then cars will be booted  
      1. After that, the vehicle will be removed from campus  

l. Deliveries  
   i. There are designated areas  
   ii. Check the map on the parking websites  

m. New Overflow Lot  
   i. By PS1 – for now, any color can park in the gravel lot. Fills up fast!
Questions?

i. Will there be any additional parking on campus?
   1. Yes – currently looking at it. Discussing a new parking garage.

ii. People are parking in the road on Stewart. How is this being enforced?
    1. UTD has no authority to enforce street parking on Stewart. It is the responsibility of the City of Richardson. Will let them know.

iii. In the roundabout – people are exiting from the inner lane and is a safety hazard.
    1. Working with PD to enforce that. The buses loading and unloading there causes problems. Moving the buses to a transit center by Lot J in January.

iv. Will there be stops for comet cabs? Not just having to wave them down?
    1. That’s what the GPS app is for

v. Why are there so many purple spaces?
    1. Will re-evaluate the number of spaces, but they are often full. There needs to be some buffer space.

vi. PS1 open-spaces system does not work/not accurate.
    1. We are aware and currently working on fixing the issue.

vii. The policy for lost permits/replacement fee is too high!
    1. Permits are being claimed as lost, replaced, then resold for profits. Currently working on removing permits for a system registering license plates.

viii. Has there been a reduction in fraud loss? If I have 2 cars, do I have to register both?
     1. It’s not about money, it’s about fairness. If you have shared vehicles, both plates will need to be registered.

ix. Does scanning permits really take that much time?
    1. Yes, it does.

x. No parking enforcement on the weekends?
   1. Enforcement is done on Saturday, and some on Sunday. The enforcers are student workers and would need a weekend supervisor.
xi. Will there be a crosswalk for WSTC?
   1. Will look into that.

xii. For the new staff that are hired after the payroll deduction deadline, they miss out on the option to do so. Can this be amended?
   1. Can look into that, but it’s a challenge. Could effect paychecks.

xiii. Parking enforcement ending at 8:00pm?
   1. Cannot do that because of night students. Enforcement needs to go till 9:00 to cover all of campus properly.

xiv. Why will it take so long to get a license scanning truck?
   1. Takes several months because of various approvals, funding and lots of planning are needed.

xv. What is being done about the comet cabs parking in diagonal spacing of handicap spaces?
   1. No-one should be parking there. If you see it, please email Cris Aquino 1-on-1.

xvi. What about parking rates raising and going to “Market Value”?
   1. Historically, our rates are below other campuses. Tuition revenue cannot be used to pay for anything by Parking and Transportation.
   2. Planning on another garage, so prices will go up.
   3. One option is to park at the Bush Turnpike station, and ride the DART into campus.

xvii. What about Staff-only parking lots?
   1. That is purple parking. It’s all about location vs price. Everything would have to change to incorporate separate parking for Staff and Students.

o. Shop UTD
   i. Auxiliary Services app
   ii. “Find My Cab” is the GPS locations for the Comet Cabs

b. Marco Mendoza – Human Resources
   i. Spoke on:
      1. EAP (Employee Assistance Program) Services are available for anyone who needs them
         a. Go to the HR website or search ‘EAP’
b. There is also a link on the Student Counseling Center website

2. Dr. Benson is holding a meeting at 9:30am (In regards to the recent shooting in Plano, resulting in the unfortunate loss and murder of UTD Alumni)

3. October paychecks
   a. Be sure to check your benefits, submit any fixes that are needed ASAP

4. Service Awards are coming up in November

4. **Review of August 2017 Minutes**
   i. Motion to accept made by: Melissa Wyder
      1. 2nd by: Chad Thomas
         a. Passed

5. **Committee Reports**
   a. Executive Board (Naomi Emmett)
      i. Corporate Challenge
         1. Soccer team took Bronze!
      ii. EAC meeting is next week
      iii. HOP is meeting this month

   b. Attendance Report (Melissa Wyder)
      i. Attendance is great, it’s a new year!

   c. Student Government (JW Van Der Schans and Alex Holcomb)
      i. No report made

   d. Benefits Committee (Chad Thomas)
      i. Nothing to report

   e. Communications Committee (Katie Terry)
      i. Nothing to report

   f. Fundraising Committee (Jazzmyn Wilson)
      i. Nothing to report

   g. Staff Development Committee (Lynn Butler)
      i. Nothing to report

   h. Secretary and Treasurer’s Report (Jamie Abrams)
      i. Staff Council Operating Account

| Staff Council Sticky Notes – Proforma | $ -165.09 |
### ii. Staff Council Fundraising Account

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<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tr>
<td>Chipotle Fundraiser</td>
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<tr>
<td>Fundraiser Revenue</td>
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<td><strong>$6194.89</strong></td>
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### iii. Staff Council Endowed Scholarship

| Quarterly Distribution                      | $593.47  |
| **Ending Balance August 31, 2017**         | **$1004.98** |
| Endowment Market Value (07/31/2017)         | $TBD     |

### iv. Jody Nelsen Scholarship

| Quarterly Distribution                      | $480.52  |
| **Ending Balance August 31, 2017**         | **$295.19** |
| Endowment Market Value (07/31/2017)         | $TBD     |

### v. Staff Scholarship

| No Activity                                 |          |
| **Ending Balance July 31, 2017**           | **$2,927.97** |

### i. Faculty Senate (Dr. Murray Leaf)

- Tim Redman has resigned. A new speaker will be elected. Committee appointments have been sent out.

### ii. Question: Have all the letters been sent out?

1. Yes, they went out by email – for the ones that we had appointments for.

### j. Retiree Association (Sandee Goertzen)

- Had an election for the Staff Council liaison.
  1. Sandee Goertzen will be the liaison for another year.

### University Committees

a. *Parking and Transportation* (Dee Lambert and Melissa Wyder)
   - Meeting this afternoon

b. *Campus Facilities* (Patrice Holt)
   - No reports made

b. *University Safety and Security* (Chad Thomas)
   - Lots of discussion and feedback.

c. *Women’s Center* (Jane Shipman, and Becky Wiser)
6. **Continuing Business**

a. **Proposals**

   i. **2014-004p**: Executive Board is looking into an ombudsman for employees
      1. In process
   
   ii. **2017-002p**: Centralized room reservation process. (Staff Development)
      1. In process, being handled by Jennifer McDowell.
   
   iii. **2017-006p**: Paper towel dispensers/Letter to facilities (Benefits)
      1. Revised letter will be sent to Staff Council before sending to President Benson

b. **New Suggestions**

   i. **2018-001s**: Since the parking office is coming to speak at the next staff council meeting and the parking office is increasing parking rates to "market value," we would like to see a presentation on how parking rates are determined and a detailed accounting of where the money received from parking was allocated for FY16-17. Thank you
      1. Was answered by Cris earlier in the meeting.

      a. Motion to reject made by: Melissa Wyder
7. Old Business

8. New Business
   a. Security Awareness Night
      
      The Information Security Office presents
      Security Awareness Night
      
      Speaker Event + Security Expo
      
      October 4
      
      Google Security Expert Jesper Johansson
      From 5:30-6:30PM in JSOM 11.218
      Click here for free tickets
      
      Security Expo
      From 6:30-9PM in JSOM 1.606
      Come-and-go
      
      https://www.facebook.com/UTDInfoSec
      
   i. Reminders
      a. Staff Council Scholarships
         i. Deadline: September 15, 2017
      b. CARE Awards
i. Next Deadline: October 31, 2017

10. Misc

11. Upcoming Guest Speakers:
   a. October: N/A

12. Adjournment
   a. Motion to Adjourn
   b. Meeting Adjourned at: 10:00am

Respectfully submitted,
Jamie Abrams
Staff Council Secretary/Treasurer
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<thead>
<tr>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Ending Balance</th>
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<tr>
<td><strong>STAFF SCHOLARSHIP – 10050010</strong></td>
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</table>
Minutes of the Staff Council Communications Committee  
October 5, 2017

Members Present: Paul Bottoni (chair), Brian Scott (secretary), Shahrulk Farooq, Dennis Guten, Amanda Hodges, Cindy Seton-Rogers, Deja Rollins, Pam Stanley

Members Absent: Renee Stone, Shelly Turner

Replacement Member: None

Topics Discussed:

- Discuss items for *The Sun* and *The Solar Flare* (Possibilities listed below): **November 20th due date for stories and pictures.**
  - *The Sun*
    - Cover: Decided to continue putting staff on the cover (TBD from what event).
    - Underutilized Resources (Items for inclusion?)
      - Things staff have access to but might not be aware of: SPN Gym, Employee resource groups, COMET calendar, counseling services etc…
      - Have everyone send a list of items (bullet point), Paul will compile.
    - Staff Scholarship Winners: Paul will take this.
    - State of the University: Brian (recap)
    - New SPN Art Gallery: Dennis
    - Office of Research’s Halloween Open House: Amanda
    - Recipe by Staff Member: Make pitch in the Flare. One recipe for the Sun. Cold weather comfort food.
    - Photo Page(s)
      - Openings: Alumni Center, Brain Performance Institute
      - Founders Day
      - Comet Fest (Pam can provide more info for Northside events)
  - Talk to Naomi about possible cookbook compiling recipes by staff and then working with Fundraising Committee for selling them to staff. Could use a questionnaire to capture a little bit about history of recipe (family story) and the staff member to put a blurb with the recipe.
  - Possible Photo contest highlighting campus beautification for the spring. Possibly also have a painting category.
  - Email steps for *The Solar Flare*

(Paul asked Dennis to review current format of the Solar Flare and come with ideas to turn it into a template, similar to the InterCom email.)

1. Communications committee will discuss items to be included at each monthly meeting.

2. Additional items (if any) will be noted during monthly Staff Council meeting.

3. An email draft will be sent to Jamie and Naomi on the Monday following the general meeting.

4. If approved, Jamie will send email out on the Wednesday after the monthly general meeting.

- Items for the Solar Flare (Expected to be sent out by Oct. 18):
  - Trunk or Treat
  - Research Open House.
  - Car wash Code
  - Recipe pitch
o SPN lot
o Flu Shots (Oct 30-31)
o CARE awards deadline (Oct 31)
o Comet Fest (Oct 28th)
o Check paycheck report discrepancies by end of the month
o District highlight/report (talk to executive committee)

NOTE: Additional versions of The Solar Flare can be sent out if an announcement needs to be sent immediately.

Respectfully submitted,
Brian Scott
Communications Committee Secretary
Meeting began at 2:01pm at FN 3.220
Present: Evan Paret, Janice Gebhard, Anthony Galvan, Chad Thomas, Stevie Evans, Helen Roth, Debra Greszler, Sylvia Smiley, and Jennifer Klunk.
Absent: Charlotte Mason and Carrilaine Schneckner

Talking Points

Districts
Helen Roth – II
Debra Greszler – II
Stevie Evans – I
Chad Thomas – V
Sylvia Smiley – I
Anthony Galvan – VI
Jennifer Klunk – I
Janice Gebhard – VI
Evan Paret – V
Charlotte Mason – III?
Carrilaine Schneckner – II?

Bylaws
Bylaws pertaining to Benefits Committee were briefly reviewed. Debra has reached out to HR staff for member representation at Staff Council meetings. Marita Yancey has been confirmed as the HR representative.

marita.yancey@utdallas.edu

Expectations
Members of the Benefits Committee discussed how to be visible as represented members of Staff Council to our respective districts. How do we let our staff and faculty know that they have a representative available? Debra will reach out to Jamie Abrams in regards to updates for member’s districts.

“Brief intermission due to fire alarm in Founders North”

Did You Knows (employee benefits that are available to staff)
Various benefits were discussed such as:

- Employees are able to prepare a Will online for free
- If you load money onto your Comet Card, you will receive a 10% discount on various dining options on campus
- Employees also receive discounts at local restaurants and venues around Richardson
  http://www.utdallas.edu/cometcard/tickets/
- There is a Notary on campus for all UTD faculty, staff, and students [http://www.utdallas.edu/cometcard/services/](http://www.utdallas.edu/cometcard/services/)
- Employees can take passport photos at the Comet Center

Per Janice Gebhard: Chartwells will be adding a link to the online ordering for Papa John’s and Jason’s. It will be on the Dine on Campus, Where to Eat? Section at [https://www.dineoncampus.com/utdallisdining/where-to-eat](https://www.dineoncampus.com/utdallisdining/where-to-eat). It should be on there one day next week.

Also, there is a Shop UTD app that has online ordering with a click on your phone. It also has many other things related to Auxiliary Services such as tracking Comet Cabs. So you’ll want to download the app. Benefits Committee members are encouraged to submit any other “Did You Knows” to Debra, and Stevie will attach to the Meeting Minutes.

**Staff Scholarships**
The Benefits Committee will continue reviewing staff scholarship applications – we should receive applications on Monday, October 9th.

**Archival Information**
Debra will inquire about annual reports from previous Benefits Committee meetings. Debra will also ask Naomi about an archive regarding to past suggestions submitted to the Staff Council.

Meeting adjourned at 2:52pm.

Respectfully submitted,
Stevie Evans